

## ***USING THE EFIND SYSTEM***

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Effective: 12/01/03

**INTRODUCTION:** In order for eFIND to complete a search, the PACMIS case must be open, in received status or have been closed within the last 3 months. Information in PACMIS (i.e. social security number) must be accurate to perform a valid search.

**1. Go to the eFIND website**

<https://efind.dws.utah.gov/DataBrokering/Login.jsp>

**2. Login to the system**

- Login name: HL mainframe
- Password: HL mainframe password

**3. Enter the PACMIS case number and click on the Search PACMIS button.**

**4. Add any known alias names.**

- An alias name can be added by clicking on the alias name field. More than one alias name can be added by clicking on the Add More Alias Names button.
- To remove alias names after it has been added, click on the small square field to the left of the first name. Click on the Remove Alias Name button on the bottom of the screen.
- When Finished click on the Save Names and Exit button.

**5. Add any known alias social security numbers.**

- An alias social security number can be added by clicking on the alias social security number field. More than one alias social security number can be added by clicking on the Add More Alias SSN button.
- To remove alias social numbers after it has been added, click on the small square field to the left of the first name. Click on the Remove Alias SSN button on the bottom of the screen.
- When Finished click on the Save SSN and Exit button

**6. Select search options**

- Full Search –Use this for applications and reviews. (Alien Registration is not included in the Full Search)
- Social Security- targeted search
- New Hire-targeted search
- Recovery Services-targeted search
- Unemployment-targeted search
- Uworks-Employment Plan-targeted search
- Alien Registration – targeted search (not included in Full Search, at applications and reviews, must select both Full Search and Alien Registration).
- Etc., more targeted search options exist.

**NOTE:** You may select more than one targeted search.

**7. View search results.**

- Three tables are displayed:
  - PACMIS Case Summary Table
  - Search Summary
  - Customer Detail
    - eFIND gathers SSA/SSI data from SOLQ. You will still need to search on the PACMIS screen INME, option #17, in order to get supplemental SSA/SSI information and Covered Quarters information.
    - You will also need to search the ORSIS 475 screen to find payments made in behalf of our customer in order to anticipate child support income if the financial case closes or if the child support exceeds the financial grant amount. A new ORS screen with this information will be added to eFIND in 2004.
- A legend that explains the symbols is included on the bottom of the search results screen.

**8. View interface results by clicking on the green check.**

- It is not necessary to print or image results as your searches can be archived.

**9. Choose to Archive search results by clicking ARCHIVE RESULTS from the menu on the left.**

- Archiving is a tool to allow storing search results in a separate list from the current search list.
- Once archiving is completed, this will bring you to the search options screen.

**NOTE:** It is not necessary to archive searches as they are automatically saved.

**10. Conduct a new search without archiving the previous search by clicking NEW SEARCH from the menu on the left.**

**11. Logout from the system by clicking LOG OUT from the menu on the left.**